

**Business Improvement District  
Best Practices Seminar  
Wednesday, March 13, 2013  
9:00 AM - 1 PM**

**Location: City Controller Conference Room**  
200 N. Main Street, Room 351A  
Los Angeles, CA 90012  
213-978-1099

**Agenda**

9:00 am - 9:30 am	<b>Registration</b>	Josie/Maria
9:30 am - 9:40 am	<b>Introductions - PBID Best Practices Overview</b> Introduce self, executive management & SAS personnel Housekeeping: Restrooms & key	Miranda
9:40 am - 10:50 am	<b>Business Improvement Districts</b> L.A. BID Consortium Economic Development Department Arts District & BID litigation Affects of recent litigation on BID renewals	Sarah Besley Chris Pearson Don Steir Miranda Paster
10:55 am -11:15 am	<b>City Reporting Requirements</b> (timeliness/accuracy) Report Due Dates Annual Planning Report Data Submission Requirements PBIDs and MBIDs	Rosemary Rick Dennis
11:15 am - 11:45pm	<b>Accounting Practices for Business Improvement Districts</b> BID Accounting/Separation of Duties Annual Financial Statements How to prepare for City Audit  Questions	Marjorie Grant    All Participants
12:00 pm - 12:15 pm	<b>Working Lunch</b>	
12:30pm 1:00 pm	<b>Best Practices for Business Improvement Districts</b> Driving Online Engagement to Brick and Mortar	Alan Buckman Local Thunder
	<b>Questions &amp; Comments</b>	SAS personnel